

Dear Professor [Last Name],

I hope this message finds you well. I am reaching out to kindly request your support in providing a job reference for me as I apply for a [specific position] at [Company Name]. I believe your insights regarding my skills and experiences during my time in your [course/research project] would be invaluable to my application.

The deadline for the reference submission is [date]. The company is particularly interested in my [mention relevant skills or experiences], and I thought your perspective would greatly enhance my application.

If you agree, I would be happy to provide any additional details regarding the position and the skills required. Thank you very much for considering my request. I greatly appreciate your time and support.

Warm regards,
[Your Name]
[Your Email]
[Your Phone Number]